

Uploading Documents for OLR - Parent Directions

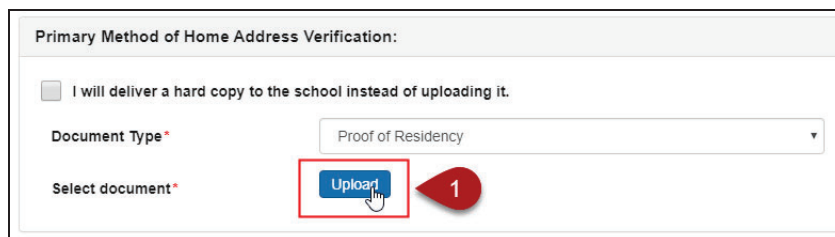
The following documents can be uploaded during the online registration process. Most document attachments (PDF, JPG, DOC, PNG, etc) are compatible. The file size limit is 2 MG.

Note: If documents are not available at the time of registration, they can be provided at a later date.

- Two Proof of Residency documents – A current utility bill plus one other document.
- Birth Verification – Student’s Birth Certificate, Passport, etc.
- A Georgia certificate of immunization (Georgia Form #3231)
- Evidence of Vision, Hearing, Dental, and Nutrition Screening obtained in the past year (a current Georgi Form#3300-REV.2013)
- Proof of authorized person to enroll – This is only required for Non-Birth Parents
- A photo ID for the adult registering the child
- Child’s social security number – Students will be enrolled, even if this number is not provided.
- Non-GCPS Report Card/Transcript
- Non-GCPS Discipline Records
- Previous School’s Withdrawal Form

How to upload documents while completing Online Registration

1. To upload documents go to the **Documents** section of registration, select **Upload**.



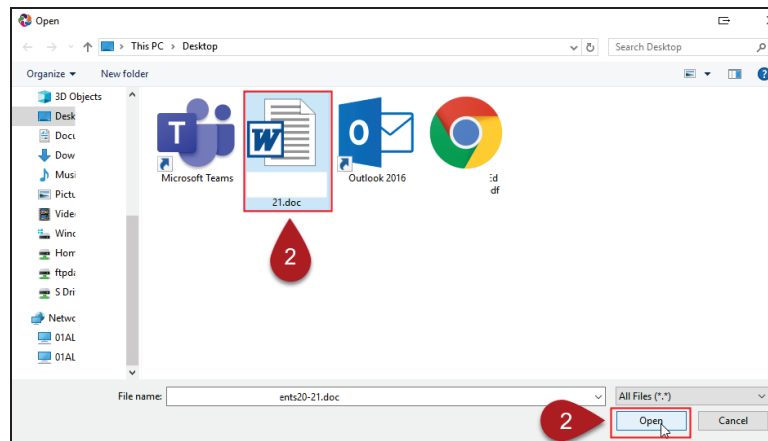
Primary Method of Home Address Verification:

I will deliver a hard copy to the school instead of uploading it.

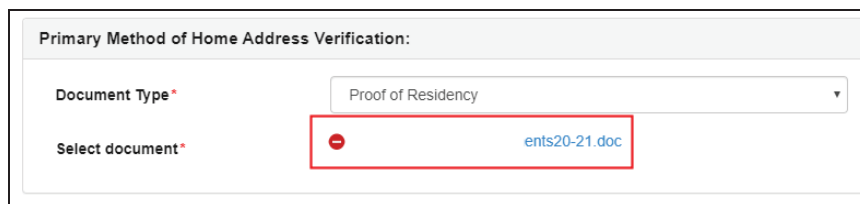
Document Type*

Select document* 1

2. Choose the document to upload, click **Open**.

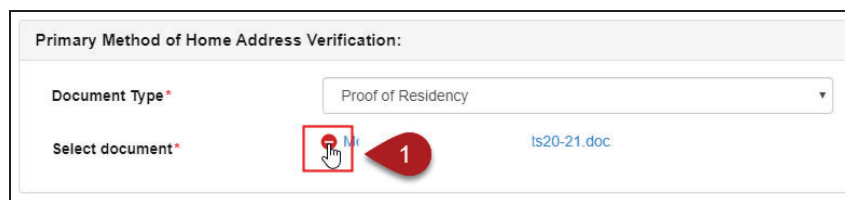


The document will appear in the **Select document** field.



Deleting a Document

1. To delete a document, select the red circle icon next to the file name.



2. Click **Yes** to delete the document.

